

Springdale Primary School Parent-Teacher Conference (PTC) 3

Annex A

Steps to register for the Parent-Teacher Conference

1. Visit the website: mconline.sg
2. Log in to the portal.

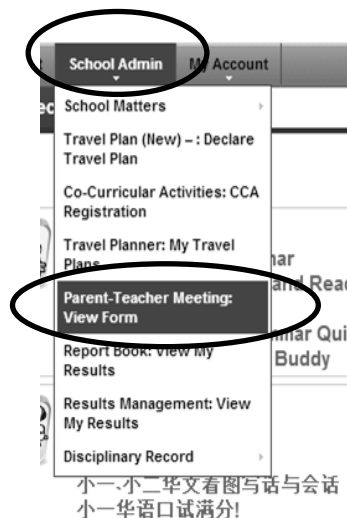
1. Open Google Chrome Browser
2. Website address: mconline.sg
3. Fill in the following information at the login page:

- User name → SDPSXXXXXX(ALL CAPITALS)
XXXXXX → last 5 digit and 1 LAST letter of BC No
Example: Student's BC No: T0981276F
Login ID will be: SDPS81276F

- School code → [sdps](#)

- Password → **Check with your child for the latest McOnline password**

3. Look for the tab: **School Admin > Parent-Teacher Meeting: View Form** and click.



4. Click on the name of the event "**2017 Parent-Teacher Conference**"
IMPORTANT: Registration can only be done between **Thu, 2 Nov 17, 08:00 & Wed, 8 Nov 17, 23:59**. You would not be able to register before and after these dates.

TITLE	DESCRIPTION	VENUE
Parent-Teacher Conference		Springdale Prima

5. If you are attending the session

a. Fill in the necessary details:

- Parent's Name
- Parent's Contact No

b. Select your preferred time slot.

c. Tick the disclaimer: "I declare that all the information entered here is correct and accurate at the time of submission."

d. Click on the button: **Book Selected**.

Parent's Name: (required)

Parent's Contact No.: (required)

My Parent/Guardian WILL NOT BE ATTENDING.

Time Slots:

07:30 - 07:45	<input type="button" value="Available"/>	07:45 - 08:00	<input type="button" value="Available"/>
08:00 - 08:15	<input type="button" value="Available"/>	08:15 - 08:30	<input type="button" value="Available"/>
08:30 - 08:45	<input type="button" value="Available"/>	08:45 - 09:00	<input type="button" value="Available"/>
09:00 - 09:15	<input type="button" value="Available"/>	09:15 - 09:30	<input type="button" value="Available"/>
09:30 - 09:45	<input type="button" value="Available"/>	09:45 - 10:00	<input type="button" value="Available"/>
10:00 - 10:15	<input type="button" value="Available"/>	10:15 - 10:30	<input type="button" value="Available"/>
10:30 - 10:45	<input type="button" value="Available"/>	10:45 - 11:00	<input type="button" value="Available"/>
11:00 - 11:15	<input type="button" value="Available"/>	11:15 - 11:30	<input type="button" value="Available"/>
11:30 - 11:45	<input type="button" value="Available"/>	11:45 - 12:00	<input type="button" value="Available"/>
12:00 - 12:15	<input type="button" value="Available"/>	12:15 - 12:30	<input type="button" value="Available"/>
12:30 - 12:45	<input type="button" value="Available"/>	12:45 - 13:00	<input type="button" value="Available"/>
13:00 - 13:15	<input type="button" value="Available"/>	13:15 - 13:30	<input type="button" value="Available"/>
13:30 - 13:45	<input type="button" value="Available"/>	13:45 - 14:00	<input type="button" value="Available"/>
14:00 - 14:15	<input type="button" value="Available"/>	14:15 - 14:30	<input type="button" value="Available"/>
14:30 - 14:45	<input type="button" value="Available"/>	14:45 - 15:00	<input type="button" value="Available"/>
15:00 - 15:15	<input type="button" value="Available"/>	15:15 - 15:30	<input type="button" value="Available"/>
15:30 - 15:45	<input type="button" value="Available"/>	15:45 - 16:00	<input type="button" value="Available"/>

Slots are disabled by School Admin.

Slots are booked.


I declare that all the information entered here is correct and accurate at the time of submission.

6. **If you are not attending the session**

- a. Fill in the necessary details:
 - Parent's Name
 - Parent's Contact No
 - Select "My Parent/Guardian WILL NOT BE ATTENDING."
- b. Tick the disclaimer: "I declare that all the information entered here is correct and accurate at the time of submission."
- c. Click on the button: **Book Selected**.

Title: Parent Teacher Conference (Test)
Description:
Venue:
Form Class / Group Name: 1 Discernment (1D)
Registration Date: 20/10/2014 00:00 - 21/10/2014 23:59
Event Date: 07/11/2014
Parent's Name: (required)
Parent's Contact No.: (required)
 Yes, my parent/guardian would like to meet my mother-tongue teacher.
 My Parent/Guardian WILL NOT BE ATTENDING.
 I declare that all the information entered here is correct and accurate at the time of submission.

7. You should receive a confirmation of your booking. Please ensure that the information on the right side is correct. You may click on **PRINT, EDIT BOOKING** or **CLOSE** button. Do note that you are **not required** to bring the acknowledgement notice for the session.



Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

NAME OF PARENT	Test
NAME OF CHILD	Lin Keyue
CLASS	P2 DISCERNMENT (P2D)
EVENT / DESCRIPTION	Parent-Teacher Conference (Test) -
EVENT DATE	26/01/2015
BOOKED TIME	09:00 - 09:15
VENUE	Springdale Primary School

You may go back to the same page to view your acknowledgement / cancel your booking.

Select Form:

[View Acknowledgement](#) [Cancel My Booking](#)

Title:

Description:

Venue: